



**STUDENT HANDBOOK 2009-2010**

**Jill Petitti**  
PRINCIPAL

**Pat Foreman**  
ASSISTANT PRINCIPAL

**Sam Battle**  
ASSISTANT PRINCIPAL

15181 Route 58, South  
Oberlin, OH  
44074

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

PROGRAM / ID # \_\_\_\_\_

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight. Printed on recyclable paper.

**Lorain County JVS  
School Calendar  
2009-2010**

August 27	New Teacher Orientation
August 28	All Teacher In-Service
August 31	First Day for Juniors & Underclassmen / Welcome Picnic
Sept. 1	All Students Attend
September 7	School Closed – Labor Day
October 16	School Closed – NEOEA Day
October 21	Parent-Teacher Conferences (5-8 p.m.)
November 13	<i>End of 1<sup>st</sup> Grading Period</i>
November 25-27	School Closed – Thanksgiving
December 23-January 1	School Closed – Winter Break
January 18	School Closed – Martin Luther King Day
January 22	Teacher In-Service <i>End of 2<sup>nd</sup> Grading Period</i>
January 27	Sophomore Tours
January 28	Sophomore Tours
February 7	Open House (1:30-3:30 p.m.)
February 15	School Closed – Presidents’ Day
February 18	Parent-Teacher Conferences (5-8 p.m.)
March 26	Teacher In-Service <i>End of 3<sup>rd</sup> Grading Period</i>
April 2-9	School Closed – Spring Break
May 31	School Closed - Memorial Day
May 27	Senior Awards Recognition Ceremony
June 9	Last Day for Students <i>End of 4<sup>th</sup> Grading Period</i>
June 10	Teacher In-Service

**School Day Starts: 7:50 a.m.**  
**School Day Ends: 2:14 p.m.**

## TABLE OF CONTENTS

### INTRODUCTIONS

A Letter from the Principal	6
What is the Lorain County JVS	7
Lorain County JVS Mission Statement	7
Course Offerings	8

### HOME SCHOOL INFORMATION

Home School Information	9
Home School Bulletin Boards	9
Home School Athletics	9
Home School Meetings	9
Home School Assemblies/Programs	9
Home School Voting	9
Home School Yearbook Pictures	10
Home School Graduation Items	10

### ATTENDANCE AND TARDINESS

Attendance and Job Opportunities	10
Attendance Policy	10
Excused Absences	11
Unexcused Absences	11
Students on Vacation	11
Attendance/Absence Appeal	12
Extended Illness	12
Tardiness	13
Permission to Leave the Building	13

### BEHAVIOR AND DISCIPLINE

Student Behavior	14
Classroom Rules	14
School Rules	14
Social Behavior/Bullying	14
Amorous Display	14
Discipline	14
Detention, Suspension, Expulsion and Removal	15

### TRANSPORTATION

Student Vehicles	20
Parking Permits	20
Parking/Driving Rules	20
Denial or Withdrawal of Parking Permit	20

## **SCHOOL OPERATIONS**

Safety Rules	21
Identification Cards	22
School Resource Officer	22
Electronic Surveillance Cameras	22
Lockers	22
School Dress Policy	22
Accidents	24
School Nurse	25
Student Services Office	25
Sign-In Procedures	26
Changing Programs	26
Schedule Changes	26
Change in Student Status	27
Return to Home School	27
Student Costs: Fees and Fines	28
Lunch/Cafeteria	28
School Announcements	29
Computer/Internet/IVDL Use	29
Displaying Posters/Announcements	29
Bus Regulations for Field Trips	29
Fire Drills/Storm Warnings	30
Student Pictures	30
Lost and Found	30
Hall Passes/Restroom Passes	30
School Closing	30
Visitors	30
Work Permits	31
Electronic Devices	31
Textbooks/Tools/Equipment	31
After Hours Use of Building	31
Parent Conferences	31

## **WHAT'S HAPPENING**

Vocational Clubs	32
Vocational Youth Council/INTERACT	32
Vocational Youth Conference	32
Student Organizations	32
All-Vocational Clubs Camp	32
College/Trade School/Armed Services	33
Testing	33
Senior Honors and Recognition Ceremony	34
Sophomore Tours	34
Tour Guides/Public Relations Persons	34
JVS Open House	34
School Store – The Corner Shoppe	34
Voter Registration	34

Presidential Classroom	34
------------------------	----

## **GRADES, CREDITS, CLASS SCHEDULES**

Course Credit	35
Becoming a Senior at the JVS	35
Grading Policy	35
Final Grade for the School Year	36
Passing a Year Long Course	36
Passing a Semester Course	36
Graduation Requirements/Credit Deficiencies	36
College Credit	37

## **CERTIFICATES, AWARDS, SCHOLARSHIPS, FINANCIAL AID**

Diplomas/Certificates	37
Career Portfolio	37
National Technical Honor Society	38
Outstanding Senior	38
Scholarships	38
Financial Aid	38

## **EMPLOYMENT & WORK-BASED LEARNING OPPORTUNITIES**

JVS Students	39
Work-Based Learning	39
Summer Internship	39

## **EARLY JOB PLACEMENT**

Job Placement Philosophy	41
Early Job Placement Eligibility Requirements	41
2008-2009 Senior Job Placement Calendar	42
Junior Placement Eligibility	42
Early Placement Follow-Up	42

## **COMPETITIONS**

## **SECTION 504/TITLE IX**

## **INDEX**

## **WELCOME TO LORAIN COUNTY JVS**

Dear Students and Parents:

Welcome to Lorain County JVS! We're very pleased that you decided to attend our school. We feel you have made a very important career choice, and we look forward to working with you this year.

We believe that the JVS offers excellent skill training and valuable life experiences through our vocational and academic programs. Our goal is to give all students a wide range of experiences in order to prepare them for entry into the world of work, post-secondary training and/or college. We strive to produce students who not only have technical skills but who are also well-rounded, productive citizens.

This handbook was written specifically to help you become familiar with our school's programs and policies. We ask that you read the Student Handbook carefully and keep it available for reference throughout the school year. For your convenience the student handbook is also available on our website at [www.lcjvs.com](http://www.lcjvs.com). Please feel free to contact our office if you have any questions. Again, welcome!

Mrs. Jill Petitti  
Principal

Mr. Pat Foreman  
Principal

Mr. Sam Battle  
Assistant Principal

## **WHAT IS LORAIN COUNTY JVS**

The Lorain County JVS is a cooperative effort among 13 participating school districts in Lorain County to offer quality vocational programs to students. The school's first junior class started in September 1971. Today we offer training in about 30 different vocational programs, and have a wide range of academic course offerings. Most of the programs we offer are two years in length with credit awarded at the end of each year. Students can earn up to seven credits each year, which include the vocational program and academic classes.

The school day is quite unlike that of a regular high school day. Lab is similar to being on-the-job. Students use equipment and supplies to perform tasks that simulate actual work situations. The related and integrated academic instruction covers information closely connected to what is being done in lab. Required academic classes and optional electives are also offered to enable students to complete graduation requirements.

The primary goal of the JVS is to assist our students in obtaining skills that will allow them to enter the job market or to pursue further training in colleges, universities or technical schools. In order to achieve that goal, the JVS offers a variety of experiences to students which include such things as: early job placement opportunities, summer internships, extended workplace visitations and work-based learning activities.

### **Lorain County JVS Mission Statement**

The Lorain County JVS, committed to the community, will provide a supportive, challenging learning environment and develop a skilled, knowledgeable workforce of proud, well-rounded citizens.

## **COURSE OFFERINGS**

### **Vocational programs that are offered at the Lorain County JVS:**

Accounting and Financial Services	Industrial Electricity
Auto Technology	Industrial Equipment Mechanics
Bakery and Pastry Arts	Interactive Multimedia Technology
Career Based Intervention	Job Training Program
Career Readiness Lab	Landscape and Greenhouse Management
Career Exploration	Law Enforcement
Carpentry	Maintenance Services
Collision Repair	Engineering Technology
Commercial Truck Technology	Marketing and Management
Computerized Design and Drafting	Masonry Trades
Cosmetology	Network Communications Technology
Culinary Arts	Office and Administrative Assistant
Diversified Health Occupations	Plumbing and Pipefitting
Early Childhood Education	Precision Machine Technology
Heating and Air Conditioning	Teacher Education Exploration
Health Science Technology	Web and Graphic Design
Hospitality Services	Welding and Fabrication

### **Required academic courses:**

American History/Government  
English

### **Electives that may be offered:**

Algebra I	Military History Modern
Algebra II	Modern Military History Modern Social
Biology	Modern Social Issues
Communications	Physical Science
Early Military History	Practical Computer Application
Employability Skills	Psychology
	Sociology

### **On-line courses that may be available:**

Health	Science
Language Arts	Social Studies
Math	

## **HOME SCHOOL INFORMATION**

The vocational school has students from 13 area high schools. We not only want you to become involved in activities at the JVS, but we also want you to continue to be involved with your home school. Extra curricular activities of many different types will be offered by your home school, and you are encouraged to participate as much as possible.

### **HOME SCHOOL BULLETIN BOARDS**

The information concerning home school and JVS activities will be on the daily announcements and also posted on each home school and JVS bulletin board. The announcements must first be approved by the JVS Principal's Office. These bulletin boards are located in the Quarry Room B and you should check them on a daily basis. If you need specific information concerning your home school, you can contact your JVS counselor.

### **HOME SCHOOL ATHLETICS**

Students attending Lorain County JVS are encouraged to participate in the athletic programs and other activities at their home school. The standards established by the home school concerning athletic eligibility will be maintained at the vocational school. The JVS staff will cooperate in providing eligibility lists to your home school.

### **HOME SCHOOL MEETINGS**

Throughout the school year, representatives of home schools will meet with JVS students to inform them of activities and listen to their concerns. You will be notified of these meetings on the written morning announcements and through announcements over the JVS P.A. system.

### **HOME SCHOOL ASSEMBLIES/PROGRAMS**

You may be released occasionally from the JVS to attend your home school assemblies and other activities as scheduled by the JVS principal and your home school principal. You will be notified on the morning announcements of these special events. Some home schools schedule meetings and special activities (such as senior breakfasts) at the home school at the beginning of the school day. When these students arrive at the JVS, they must first stop at the attendance counter to receive a pass to get into class.

### **HOME SCHOOL VOTING**

Students are encouraged to vote for home school events (homecoming, class officers, prom, etc.) while attending JVS. You will be able to vote on these special items at the counter in the main lobby during your assigned lunch period or at a special class meeting called by the JVS Student Services staff.

## **HOME SCHOOL YEARBOOK PICTURES**

You are required to follow your home school policies concerning formal senior pictures for their yearbook. The JVS does send copies of the pictures taken for our school use to the home school so they can use them. The home schools send photographers to the JVS to get candid pictures of students working in their vocational labs.

## **HOME SCHOOL GRADUATION ITEMS**

When your home school is selecting its graduation announcements, class colors, etc. the materials will be on display for you to view before you make your decision. Information concerning ordering class rings or graduation materials will be given to JVS students in their vocational class. Representatives from these companies will be available to take and deliver orders and answer questions in the main lobby during your assigned lunch period.

JVS students are to follow the JVS school calendar. Home schools will run buses when they are closed and the JVS is open; the exception is bad weather.

## **ATTENDANCE AND TARDINESS**

### **ATTENDANCE AND JOB OPPORTUNITIES**

The Lorain County JVS believes that a student, graduating from high school, should demonstrate the work habits expected in the business community.

### **ATTENDANCE POLICY**

The student must be in attendance at least 90% of the days each nine week grading period. It is important that parents and students understand the Attendance Policy of the Lorain County JVS and the expectations of the Lorain County Juvenile Court. Together, the schools and the court work in partnership to promote and encourage prompt regular daily attendance. The employers expect us to have high attendance standards. As parents, please monitor your child's daily attendance and be sure to: 1) **Call school every day that your child is absent and, 2) send a note explaining the absence to school when your child returns to his/her classes.** Without a written note, the absence(s) are considered "unexcused." The notes are to be given to the student's 1<sup>st</sup> Period Teacher.

Please be aware that all absences after (5) days a semester require verified written documentation for every day that your child is absent from school, regardless of the reason. Only notes from doctors, dentists, hospitals/clinics, court, funeral home, along with observance of a religious holiday, driving exam

testing, and pre-arranged college visitation can officially excuse an absence after 5 days. Any and all un-documented days of absence are unexcused. After five (5) days of absence, notes from parent/guardians may explain an absence but will not officially excuse the absence. Absences past 5 unexcused absences may result in a court referral.

At any time, a Lorain County Juvenile Officer may counsel your child regarding attendance. Please keep in mind that the typical student misses 2-4 days of school per year. The standards of prompt, daily school attendance are covered in the Ohio Revised Code: 3321.04 and the Ohio Administrative Code: 3301-51-13.

## **EXCUSED ABSENCES**

According to the Ohio Revised Code 3321.04 in reference to Attendance, the State of Ohio recognized the following as legal reasons for missing school:

- personal illness
- illness in the family
- quarantine
- death in the immediate family
- approved work at home
- observance of religious holidays
- an act of God/natural disaster

In addition the JVS allows:

- suspension
- certified court appearances
- approved school activity
- college visits approved in advance

## **UNEXCUSED ABSENCES**

Students may be considered truant if absent from school without the previous knowledge or permission of their parents or guardians. Students who are truant may not make up daily attendance points or work missed.

If the student is under 18 years of age and has extended unexcused absences, a court referral may be made. A court referral will determine the action to be taken. If the absences continue, alternative discipline may be necessary. Excessive unexcused absence may result in a failing grade.

## **STUDENTS ON VACATION**

Vacation requests, made by parents in writing before taking vacation, may be approved as excused. Vacation request forms are available in the Attendance Office. The student will receive a “zero” for each day of the vacation which will be changed when the missed work is made up satisfactorily. Compulsory school attendance law states: A one time request for vacation cannot exceed five school days. Students with absence issues should use vacation requests carefully. Greater than five days absence will be considered unexcused.

## **ATTENDANCE/ABSENCE APPEAL**

**A student may be in danger of failing one or more classes with excessive absences.** A letter may be mailed home explaining not only the failing grade, but also the proper way to appeal the failing grade should the student feel a need to do so. The appeal must be in writing to an assistant principal. The student's parent or guardian will have five school days from the end of the grading period to appeal the grade in writing. Following the appeal, a decision will be made to give an "Incomplete", a passing grade or an "F".

## **EXTENDED ILLNESS**

If you are ill and you will be out of school for more than five days in a row, the school needs a statement from your doctor that indicates the length of time you will be absent.

Homework Assignments: If you have an extended illness, weekly assignments may be sent to you. Teachers will give the homework assignments to the office when parents make this request.

Tutoring: Tutoring, through your home school, may be provided to you if you will be out of school for more than 20 days in a row. Parents may hire certified tutors for those out of school less than 20 days. The JVS will help tutors at hospitals and treatment centers whenever possible.

Returning to School: When you return to the JVS after an extended illness, the amount of make-up work you have to do will be determined by your teachers and approved by school officials. You will be given the opportunity to make up work missed which will be turned in after a determined period of time, which is usually one day for each day of absence.

Grading and Make-up Work: If a student has extended illness and a grading period is ending, an "Incomplete" will appear on the grade card unless the work has been completed. The "Incomplete" will be changed to a grade after the work has been made up, or it could be changed to an "F" if the work is not made up within a certain period of time. **As a general rule, one day of make-up time is available for each day of absence. Each student is responsible for requesting their make-up work.**

Re-Entry Conference: Teachers and counselors will help make the return to school adjustment after an extended illness. A re-entry conference will be held with the student, teacher, counselor and other supportive people before the pupil goes back to class.

## **TARDINESS**

To School: When a student arrives to school they are to report to their homeroom. After 8:00 a.m. students arriving late to school, should report directly to the Attendance Office to obtain a tardy or re-admit slip. After the third tardy to school (per grading period), a detention will be issued by the homeroom teacher. Beyond four tardies, the student should be referred to the Attendance Office for further discipline. At this stage a parental contact may be made to review the student's lateness. **If tardiness to school continues, alternative discipline may be necessary which can include removal of driving and parking privileges.**

If the home school bus arrives at the JVS after school has started, the student must report to the Attendance Office for a late bus pass and then go directly to class. All late buses may be highlighted on the morning P.A. announcements. If the student does not obtain a late bus pass, they may be marked tardy by the instructor.

To Class: Generally there are five minutes between classes. The classroom teacher will handle discipline for tardiness to class. Excessive tardies to class will result in detentions, and alternative discipline may be necessary if problems persist.

## **PERMISSION TO LEAVE THE BUILDING**

**A student cannot leave the building or property during the school day without first getting a permission slip from the Attendance Office. Permits to leave the building are issued only at the Attendance Office.**

Teachers cannot give a student permission to leave the school building or property. This permission should come from the principal or assistant principal. Other than Early Placement, any time a student leaves the building or property, a pass is required and signing out in the Attendance Office is a must. **Failure to do so may result in the student being counted as truant from school.**

To leave school early, the student must bring a note from a parent or guardian to the Attendance Office before the start of school. A telephone call will be made to the parent or guardian to verify that they gave permission for the student to leave school early. When it is time to leave, the student should get a pass from their teacher to go to the Attendance Office. The student then signs out on the Pupil Log and picks up the permission slip. The student should show the pass to the guard in the parking lot as they leave.

If the student returns to school the same day, the student must sign in at the attendance counter before going back to class.

## **BEHAVIOR AND DISCIPLINE**

### **STUDENT BEHAVIOR**

Students at Lorain County JVS have accepted special responsibilities upon deciding to enroll here. We have learned to expect responsible, self-disciplined behavior from each of our students.

You will be evaluated in many ways while at the JVS. Evaluation will reflect your total behavior, not just your skills. These evaluations will have a bearing on the information given to employers.

### **CLASSROOM RULES**

Each instructor will set individual classroom rules and discipline guidelines. You will find that these rules may vary slightly from teacher to teacher. Know your instructors' rules and policies and follow them.

### **SCHOOL RULES**

You must also follow the school's rules and policies. These are found in the handbook. A primary concern of the school is that students who wish to learn have the right to do so and the JVS will discipline those students who deny this right to others.

Student lockers and desks are school property and, as such, may be subject to periodic inspections. In addition, parking on school property is a privilege, not a right, and cars parked on school property are subject to routine patrols by school officials and may be searched when reasonable suspicion of violation of school rules or criminal activity is determined.

### **SOCIAL BEHAVIOR**

Many guests will be visiting the Lorain County JVS. One of these guests may be your future employer. It is to your advantage to be courteous and well mannered at all times.

### **AMOROUS DISPLAY**

Students who become overly amorous (who show an outward display of affection) present an embarrassing appearance to fellow students, staff, and school guests. School is definitely not the place for this sort of thing. Students participating in amorous display may be subject to disciplinary action.

### **DISCIPLINE**

The JVS has the responsibility to respond to behavior which disrupts the educational process. A student who has broken a school rule will find one or more of the following things happening. Disposition of discipline for breaking the code of conduct needs to be immediate and progressive.

Disposition of discipline may be the following:

Block 1 Possible consequences given by staff member:

- Warning
- Written reprimand/Letter home/Progress report
- Counselor/Nurse Referral
- Counselor Mediation
- Parent Contact
- Detention
- Staff/Student/Parent-guardian Conference
- Discipline Referral
- Other

Block 2 Possible consequences from office referral:

- Warning
- Staff/Student/Parent-guardian Conference
- Denial or Withdrawal of Parking Permit
- Loss of Privilege (extracurricular, field trips, internet use)
- Removal from Class
- Removal from School
- Suspension
- Community/Social Services/Medical and Out-of-School Counseling
- Restitution
- Other

Block 3 Possible consequences from office referral:

- Sheriff/Legal Authorities Notification
- Loss of Driver's License for Excessive Absences
- Court Referral and Court Services
- Suspension
- Expulsion Hearing
- Restitution
- Other

## **DETENTION, SUSPENSION, EXPULSION AND REMOVAL**

Detentions are held at 7:25 a.m. and 2:15 p.m. Monday – Friday in the Main Office. Suspension from class may be issued from one to ten days and may be in-school or out-of-school. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gave rise to the suspension takes place, the Principal may apply part or all of the remaining period to the following year.

Expulsion may be for a period not to exceed 80 days, although students may be expelled for up to a year if a violation involves weapons. The Superintendent may continue an expulsion into the next school year.

**A student may be considered for permanent expulsion by the State Superintendent for the following reasons:**

- Conveying deadly weapons or dangerous ordnance on school property or at a school function.
- Possessing deadly weapons or dangerous ordnance on school property or at a school function.
- Carrying a concealed weapon on school property or at a school function.
- Trafficking in drugs on school property or at a school function.
- Murder or aggravated murder on school property or at a school function.
- Voluntary or involuntary manslaughter on school property or at a school function.
- Assault or aggravated assault on school property or at a school function.
- Rape, gross sexual imposition, or felonious sexual penetration of any person on school grounds or at a school function.
- Complicity in any of the above offenses, regardless of location

Disciplinary removals may be made from a class or from participating in an extra-curricular activity for less than 24 hours. Emergency removals may be made for a period of 24 to 72 hours where the student's presence poses a continuing danger to person(s) or property, or an on-going threat of disrupting the curricular or extra-curricular activity.

Suspension, expulsion and/or removal from school may be issued if any of the following rules are violated:

Rule #	Rule	Minimum Consequences
1	No student shall interfere with the educational process, bother others or encourage other students to violate this rule or any other rule.	Block 1
2	No student shall cause or attempt to cause damage to school property, or steal or attempt to steal school property, or engage in or participate in or attempt to participate in the unauthorized removal of school property.	Block 2
3	No student shall cause or attempt to cause damage to private property, or steal or attempt to steal private property, or engage in or participate in or attempt to participate in the unauthorized removal of private property.	Block 2
4	No student shall cause or attempt to cause physical injury to a student. Likewise, any student who engages in an assault upon a student off school property, at a non-school-sponsored or related activity, function or event, or on school property before or after school hours may, in accordance with the procedures in	Block 3

	the Ohio Revised Code 3314.66, be subjected to suspension or expulsion from school if it is determined that the student's continued presence in school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of students or others.	
4a	No student shall cause or attempt to cause physical injury to a school employee or authorized school visitor. Likewise, any student who engages in an assault upon a school employee off property, at a non-school sponsored or related activity, function or event, or on school property before or after school hours may, in accordance with the procedures in the Ohio Revised Code 3314.66, be subjected to suspension or expulsion from school if it is determined that the student's continued presence in school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of students or others.	Block 3
5	No student shall use vulgar, profane or abusive language or gesture toward any school employee, authorized school visitor, or another student.	Student-Student: Block 2 Student-Staff: Block 3
6	A student shall not possess, handle, transmit, sell or conceal any object which might be considered a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object which is used to inflict physical harm or damage including, without limitation, guns, knives, ice picks, mace, brass knuckles, explosives (i.e. firecrackers), "look alike" weapons, starter pistols and stun guns.	Block 3
7	Students must follow reasonable directions or requests of school personnel.	Block 2
8	Students shall: <ul style="list-style-type: none"> <li>• Obtain a pass from teacher before leaving a class.</li> <li>• Return from an absence with an excuse.</li> <li>• Be on time to school</li> <li>• Arrive on time to classes.</li> <li>• Obtain permission from Attendance Office before leaving the building.</li> </ul>	Block 1
9	No student shall cheat or attempt to cheat on an exam or copy work and hand it in as one's own. Students shall not lie about, fabricate, distort, or change information given to school staff, administration or any individual. Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other information on school forms or school-related correspondence or documents.	Block 1
10	Students must use safe practices at all times including when working with others and when operating equipment. All students must learn and follow all safety rules including, without limitation, those applicable to each particular program. No student shall use or operate equipment in a manner inconsistent with applicable safety rules, nor shall any student use or operate equipment when such use or operation is unauthorized.	Block1

11	<p>No student shall possess, buy, sell, use, supply, transmit or apply any mood-altering chemical or any drug paraphernalia. "Possess" includes, without limitation, retention on the student's person, or in a purse, wallet, locker, desk, or automobile parked on school property. Signs of chemical "use" include, without limitation, staggering, red eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep, or any other behavior not normal for the particular student and not otherwise explained by a medical condition or by the medically prescribed use of a prescription drug. "Mood-altering chemicals" include, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit or "look-alike" drugs (Ohio Revised Code 2925.01 (P)), marijuana, alcohol, intoxicating inhalants, and prescription drugs, unless authorized by a medical prescription from a licensed physician and kept in the original container which shall state the student's name and directions for proper use.</p> <p>Students who sell or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, intoxicating inhalant, or any other controlled substance off school property or at a non-school sponsored or related activity, function or event, or on school property at any time, in accordance with the procedures in the Ohio Revised Code 3314.66, be subject to suspension or expulsion .</p>	Block 3
12	<p>No student shall possess, use, transmit, conceal or roll cigarettes or tobacco products, including smokeless tobacco products. (Ohio Revised Code 3313.751) After first offense, a court referral may be made for minors.</p>	Block 3
13	<p>No student shall dress or wear clothing (including, without limitation, items worn such as emblems, badges, etc.) which is determined to be detrimental to health and safety, or which is disruptive of or interferes with the academic atmosphere or operation of the school.</p> <p>If there are any questions as to the appropriateness of any type of clothing as defined herein, school officials should be contacted in advance. When a school official determines a student's clothing as defined herein violates this rule, or the school dress policy, the student will be required to change. In some cases, the student's parent, guardian or custodian may be notified and asked to bring appropriate clothing to school or the student may be sent home to change. In other cases, further disciplinary action may be taken.</p>	Block 1
14	<p>No student shall drive without a parking permit to and from school or park on school property. No student shall disobey the rules concerning operation of vehicles or parking.</p>	Block 2

15	No student shall commit a crime while on school property or during a school function.	Block 3
16	No student shall gamble or have, sell, or handle gambling materials.	Block 2
17	<p>Students shall not discriminate against or harass school employees, students, or any other persons on the basis of sex, color, race, national origin, age or disability.</p> <p>“Harass” includes, without limitation: bullying, cyber bullying, intimidating, insults, persistent annoyance or other abuse whether physical, verbal or in writing.</p> <p>Any speech or action that creates a hostile, intimidating, or offensive learning environment is prohibited.</p> <p>Questions or concerns relating to and /or reports of, discrimination and harassment should be directed to Mrs. Linda Diedrick, the Lorain County JVS Section 504/Title IX Coordinator at: Lorain County JVS, 15181 Route 58 South, Oberlin, OH 44074. (440) 774-1051.</p>	Block 1
18	<p>Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act of hazing.</p> <p>“Hazing” includes, without limitation, coercing another, including the victim, to do any act or initiation unto any student or other organization which causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subject to hazing does not lessen the prohibition in this rule.</p>	Block 2
19	<p>Students shall follow the “Acceptable Use” guidelines when using JVS computer equipment including IVDL Distance Learning Equipment, Computers or Videos. Inappropriate use of or intentional damage to computer equipment may result in loss of privileges as well as other discipline.</p>	Block 2

**Any student who violates Rule 4, 4a, 5, 11, 12, 17, 18, or Rule 19 herein is eligible for expulsion for the first offense.** Likewise, any student who commits any offense which is in violation of school rules and constitutes a felony is eligible for expulsion for the first offense. **Any student who has been suspended twice or more and again breaks any rule may be expelled.**

Conduct which violates school rules may also violate the law and will be reported to juvenile and other authorities. Moreover, a student and/or a student’s parent, guardian or custodian may be liable for money damages in a court of law for the student’s conduct.

## **SEARCH/SEIZURE**

In order to insure the safety and well being of all the students, teachers, school employees and guests, it is the policy of this school district to authorize its administrators to search the clothing and personal effects where such a search is reasonably necessary under all the surrounding circumstances. In order to conduct such a search, it is not necessary that the administrator have probable cause to believe that a crime or violation of a school rules has occurred. It is necessary only for the administrator to have reasonable grounds to believe that a search will produce evidence that a student has violated or is violating a law or school rule. If such reasonable grounds exist, an administrator may conduct a search of a student's person or personal effects including but not limited to electronic devices. The search shall be reasonably related to the objectives of the search and not necessarily intrusive in the nature of the possible infraction that may have or may be occurring.

## **TRANSPORTATION**

### **STUDENT VEHICLES**

Students are encouraged to ride the buses provided by the home schools. If you drive a vehicle to school, you must use caution and obey the following JVS rules and regulations.

### **PARKING PERMITS**

Students must receive permission in advance to park in the Student Parking Area. This area is clearly marked. All cars driven to school must be registered and have a school parking permit. There is an annual registration fee of \$5.00 per permit. Applications for registration are available during Orientation/Registration and in the Attendance Office after school begins.

Parking permits should be hung from the stem of the rearview mirror. Special parking permits will be issued to students on job placement and Tech Prep.

If a vehicle is found on the school grounds without a parking permit, the vehicle may be towed to a holding area at the owner's expense. Parking is at your own risk. The JVS is not responsible for any vehicle parked on school property.

### **PARKING/DRIVING RULES**

When you arrive at the JVS, you should park your vehicle in the proper parking lot, secure and lock the vehicle, and immediately enter the building. You are not to sit in or return to your vehicle until the end of the school day. Do not squeal tires or operate your vehicle recklessly on school property.

A security officer will be stationed at the entrance to enforce rules and regulations. Report any accidents that happen on school property to personnel

at the main counter in the school lobby. Driving to school is a privilege, not a right. Permits to drive may be revoked at any time either temporarily or permanently because of violation of these regulations. Violations of the student parking rules or upon careless or reckless driving while on school grounds. Students who receive driving citations will be subject to meet with the Principal to discuss possible loss of driving and placement privileges.

## **DENIAL/WITHDRAWAL OF PARKING PERMIT**

**A student may be denied a parking permit or may have the parking permit withdrawn by a school official for the following reasons:**

- truancy or tardiness
- reckless driving to or from school
- driving under the influence of drugs or alcohol to or from school
- violation of parking rules
- refusing to obey parking lot supervisor or school official
- notification by any law enforcement agency of citation issued to or from school
- parking in areas other than high school student lots

**Driving to school is a privilege which may be withdrawn for violations of the student conduct code including, but not limited to: excessive absenteeism, tardiness and suspensions. Students drivers are expected to arrive at school on time. Any tardy issues (more than 3 per quarter) will result in the loss of the parking privilege for a minimum of 4 weeks. Continued absence issues may result in the permanent loss of the privilege.**

## **SCHOOL OPERATION**

### **SAFETY RULES**

Safety is everyone's business! Do not be an accident statistic or cause an accident to happen. It is your responsibility to understand and practice good safety habits to prevent accidents. You are responsible for the use of safe practices in working with others and using equipment.

Due to the vast amount of industrial-type equipment at the JVS and because of the possibility of severe injury, it is important that you observe the safety rules in your program. You alone are responsible for your actions. The JVS is not the place to "fool around." The results of foolish actions could be quite serious.

Each of our vocational programs has its own safety rules which include dress policies. Become familiar with any aspect of your program that may be considered hazardous. Listen as your instructor goes over the safety rules. Do not operate any equipment until you have received safety instruction on that piece of equipment.

## **IDENTIFICATION CARDS/STUDENT HANDBOOK**

All students at Lorain County JVS will be issued a student picture ID card and Student Handbook. **This card is to be worn at all times while on JVS property. Any adult in the building may ask to see your ID card.** You will need your card to use the LRC, borrow tools, take a test, get an early dismissal, and obtain a parking permit. All Students are to use both their ID Card and Student Handbook as a hall pass. The ID has a clip and/or lanyard and should be displayed so that it is visible on your person. Lost ID cards may be purchased in the Attendance Office for a fee of \$5.00. The cards are the property of Lorain County JVS. Failure to wear your ID card may result in discipline.

Each student must have their JVS handbook with them at all times. This book contains information relevant to the JVS calendars, space for daily journal entries and also serves as their hall pass. If it becomes lost, another handbook will be issued at a cost of \$5.00.

## **SCHOOL RESOURCE OFFICER**

The Lorain County JVS has a School Resource Officer on staff. The SRO is in place to assist with the safety and security of Lorain County JVS.

## **ELECTRONIC SURVEILLANCE CAMERAS**

There are surveillance cameras throughout the JVS campus. They are taping 24 hours a day. The tapes are the sole property of Lorain County JVS. The JVS is permitted by law to use the taped material for the purpose it deems appropriate, to include but not limited to: the investigation of situations that may involve theft, or to further investigate an incident that may require some form of discipline involving student conduct.

## **LOCKERS**

You will be assigned a locker in one of the main hallways for your coat and books. Additional lockers for protective clothing may be assigned in your Lab Program. Valuables should not be kept in the lockers. The school is not responsible for the loss of articles from lockers. Lockers belong to the Lorain County JVS. They are not to be used for illegal or dangerous purposes and can be inspected by JVS personnel.

## **SCHOOL DRESS POLICY**

One of the main purposes of our school is to prepare students for the world of work. In order to emphasize professionalism and pride in the workplace, we expect the students to attend the Lorain County JVS dressed in appropriate clothing. The clothing is to reflect the nature of both employment and the academic atmosphere. Clothing that is detrimental to health and safety or is disruptive to the academic nature of the JVS will not be permitted nor tolerated.

The vocational programs require students to wear uniforms specific to their trade area during their lab period. Students are expected to wear this uniform and all safety components in their designated lab areas, including those off site.

A school issued ID card with the student's picture, program and number is part of the JVS dress code and must be visible at all times. One will be issued to each student. If it becomes lost, another ID card may be purchased at a cost of \$5.00. Failure to wear their ID card may result in discipline.

Consequences: If the student is found to be in violation of the Lorain County JVS Dress Code, the following steps will be taken:

- First offense: Students will be asked to conform to the dress code before returning to class or lab. A parent or guardian will be called by the appropriate instructor, to bring appropriate clothing or the student will be sent home. This will result in a loss of daily points and an unexcused absence until they return to class/lab in appropriate clothing.
- Second offense: Step one will occur and the student will also be given a detention.
- Third offense: Third offense will be viewed as insubordination and appropriate action will be taken.

Also, please note that student dress is not considered an open discussion and is subject to the authority of the administration.

### **Lorain County JVS School Dress Code Policy**

<b>Apparel</b>	<b>Requirements</b>	<b>Examples of Prohibited apparel</b>
<b>Tops</b>	<ul style="list-style-type: none"> <li>• Must be long enough to be able to tuck into waistband of pants, skirts or shorts</li> <li>• Sleeveless tops must cover the full shoulder</li> <li>• Necklines must be above the top of the arm pit</li> </ul>	<ul style="list-style-type: none"> <li>• Pajama tops</li> <li>• Apparel that is backless or exposes the midriff</li> <li>• See through, sheer or mesh tops</li> <li>• Tank tops, cut off shirts, tube tops or off-shoulder tops</li> <li>• Tops with profanity, offensive words, slogans, cartoons or pictures</li> <li>• Tops with drug, alcohol, tobacco, cult or gang slogans or pictures</li> <li>• Tops with sexual references</li> </ul>

<b>Bottoms</b>	<ul style="list-style-type: none"> <li>• Pants, shorts, or skirts must be worn at or near the waistline</li> <li>• No undergarments may be exposed</li> <li>• Pants must not be a safety concern due to oversize or excessive length</li> </ul>	<ul style="list-style-type: none"> <li>• Pajama bottoms</li> <li>• Shorts and skirts shorter than deemed appropriate by Administration</li> <li>• Pants that are cut-off, torn or have holes</li> </ul>
<b>Foot wear</b>	<ul style="list-style-type: none"> <li>• Must be worn at all times</li> <li>• Specific to lab area for safety</li> <li>• Must allow student to move safely and quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Slippers</li> </ul>
<b>Coats/ jackets/hats</b>	<ul style="list-style-type: none"> <li>• Stored in lockers</li> </ul>	<ul style="list-style-type: none"> <li>• Caps, hats, bandannas, scarves, or any other headgear, are prohibited in classroom &amp; halls during the school day</li> </ul>
<b>Accessories</b>		<ul style="list-style-type: none"> <li>• Jewelry that poses a safety risk</li> <li>• Studded or spiked jewelry</li> <li>• Chains</li> <li>• Dark glasses unless prescribed by a doctor</li> <li>• Sunglasses</li> <li>• Any accessory which may be dangerous to other students or to school property are prohibited</li> <li>• No costumes, masks or _____ will be permitted to be worn at Halloween-</li> </ul>

**ACCIDENTS**

Report all injuries or accidents, however slight, to an Instructor.

## **SCHOOL NURSE**

A school nurse is available for consultation and health problems. If you should become ill, or injure yourself during the school day, you should report this to your Instructor to receive a pass to the clinic. The nurse will not see you unless you have a pass. This clinic is located in the Attendance Office. **ALL STUDENTS MUST HAVE ON FILE A COMPLETED EMERGENCY MEDICAL/FIELDTRIP/ACCEPTABLE USE FORM TO PARTICIPATE IN ANY LAB.**

Any student who must take a prescription, over-the-counter, or diet supplement medication during the school day must complete and submit a "Request to Administer Medication to the Student" form signed by the licensed prescriber who ordered the medication and by the parent or custodian of the student. The student should report to the clinic for the administration of necessary medication.

## **STUDENT SERVICES OFFICE**

Guidance and counseling services are available to all students. The counselors will help you to develop a better understanding of your abilities, attitudes, interests, responsibilities and will talk to you about your educational, vocational or personal concerns.

You should see a counselor if you have concerns about:

- school problems
- credits
- scheduling
- college
- personal problems
- graduation requirements
- scholarships
- armed services

The Student Services Office is open to you before and after school. To see a counselor during school hours, you should get your teacher's permission to telephone the Student Services Office to see if a counselor is available or to make an appointment. It is best to make the appointment during your program laboratory time.

## **SIGN-IN PROCEDURES**

Upon entering the JVS office area students should "sign-in" at the Attendance Office.

## **CHANGING PROGRAMS**

Students who are accepted into a program at the Lorain County JVS are expected to remain in and successfully complete that program. In-school changes from one program to another can only be made for special circumstances.

Juniors: Changes from one junior vocational program to another can only take place:

1. during the turnaround time at the beginning of the school year
2. when there are program openings
3. when the waiting list is depleted

Any changes requested after the turn-around time will be reviewed by a special JVS committee of counselors, teachers, administrators, etc to determine eligibility.

Seniors:

1. are encouraged to complete your original JVS program
2. can request a program change to a more appropriate placement
3. should make such requests by the end of your junior year

Procedures for in-school changes:

1. you must contact your JVS counselor
2. you must complete the request sheet and get parent/guardian permission in writing
3. your request will be reviewed by a JVS counselor and, if necessary, a special JVS committee of counselors, teachers, administrators, etc. for recommendation

## **SCHEDULE CHANGES**

In order to meet the JVS program requirement, you will be expected to follow the course selection as outlined in the JVS Course Catalogue. You will have an opportunity to change your program class option by having a signed course selection sheet submitted to the guidance department.

Any schedule changes will be made for the following reasons only:

1. to meet graduation requirements
2. to accommodate an IEP student schedule conflict
3. to resolve an incorrect or incomplete schedule
4. to add a class, provided an opening exists in the class and in your schedule

Procedure for change of a class during the turnaround:

- contact your JVS counselor
- complete a “Student Change Request” form
- your request will be reviewed and recommended by a Guidance Counselor

At the end of the turnaround deadline no schedules will be changed. Any exception to this will be done through the JVS Principal.

## **CHANGE IN STUDENT STATUS**

Contact the Student Services Office if changes are to be made in any of the following: (A note from your parents is required for any of these changes.)

- new home school
- new address
- new telephone number
- change of name
- request to withdraw from school
- all other changes in student status

## **RETURN TO HOME SCHOOL**

If you have completed your junior year at the JVS you are expected to return to the JVS for your senior year. Permission to return to the home school at the end of the junior year is only granted in situations with extenuating circumstances.

Juniors who request to return must follow these procedures:

1. If you wish to return, you must have a conference with the appropriate JVS counselor. Contacts with the home school counselor should be made at this time.
2. You also may be required to have an informal conference with your home school counselor.
3. After completing steps 1 and 2, you and your parent/guardian might be required to have a formal conference with the home school counselor.
4. A "Change of Student Status" form should be obtained from the JVS counselor and signed by all parties (parent/guardian, cashier, instructors and JVS counselor). You should present this form or a copy to the home school. You are not permitted to return without this form. The home school counselor will then sign the form and return it to the JVS.
5. The only students exempt from the above procedures (steps 1,2, and 3) are those students required to return due to failure at the JVS.
6. If you are planning to return to your home school and have not completed the formal transfer process by the last day of the school year, you will be considered in attendance at the JVS for the senior year and will be required to return to the JVS in the fall for at least the first three school days of the senior year.
7. If you are planning to return to your home school during the senior year, you must complete steps 1,2,3, and 4 of the above within the first three days of the school year.
8. If you are planning to return to your home school during the first two weeks of your junior year, you must first complete one full school week (5 days) at the JVS and then complete steps 1,2,3, and 4 before the turnaround deadline.

9. If you wish to return to your home school after the set times in steps 7 and 8, you must do so through administrative approval (JVS and home school Principals).
10. In all cases a check will be made to see if an IEP is in effect.

## **STUDENT COSTS: FEES AND FINES**

Programs at the Lorain County JVS have fees associated with them. These costs include lab fees, tool kits, and workbooks. Fees may be greater in some programs due to differences in required tools.

It is recognized that the payment of the total fee at one time might cause financial hardships in some cases. If this is the case, please contact the Financial Clerk's Office so a payment schedule can be worked out.

Unless arrangements are made as stated above, uncollected fees or other delinquent debts may be referred to a collection agency. The collection agency will then be contacting those individuals who owe the school money.

A student whose fees and other debts are unpaid may be prohibited from receiving grades or grade records until the debts are paid in full.

## **LUNCH/CAFETERIA**

The two cafeteria areas (Quarry Rooms A & B) are located off the main hallway. You may pack your lunch, or take advantage of the vending machines.

Special cups, mugs, glass or plastic twist top bottles are not permitted in the JVS. Unopened beverage cans will be permitted for consumption during your scheduled lunch period.

**All food and drink is to be consumed in the cafeterias. No food or beverage is to be taken into the halls, lobby or classrooms.** You are required to clear the tables after eating. Put your rubbish in the containers provided and return your dishes and trays to the designated areas.

During your assigned lunch period you are to go to the cafeteria area. You are not permitted to leave the school building. Parking lots are off limits.

## **SCHOOL ANNOUNCEMENTS**

Daily announcements, with information about activities happening at the JVS and home school information, are given to teachers to notify all students. You will find a copy of all daily announcements posted on the Lorain County JVS bulletin board in the Quarry Room B. All announcements are handled through the Principal's Office.

## **COMPUTER/INTERNET/IVDL USE**

Every student using a computer at the JVS must have on file a completed "ACCEPTABLE USE" form. This form must be signed by a parent or guardian unless the student is 18 years of age or older. The computers are provided to assist the student in word processing, accounting, research, and the production of other necessary student materials. **Inappropriate use of the computer. IVDL or electronic devices equipment may result in discipline up to and including suspension, and /or expulsion and loss of computer privileges.** (Rule 19)

## **DISPLAYING POSTERS/ANNOUNCEMENTS**

All posters, signs, etc. must be approved by the Principal's Office before they are displayed in the appropriate areas. Any materials placed in areas which are not approved will be taken down

## **BUS REGULATIONS FOR FIELD TRIPS**

In order to maintain safe school bus transportation on educational field trips you are expected to observe the following rules:

1. All school rules and regulations apply during any field trip.
2. Students will not be permitted to move from seat-to-seat, push or jostle, throw articles, or annoy others on the bus.
3. No radios or electronic devices will be allowed on the bus without prior approval.
4. Dangerous objects or materials shall not be transported on the bus.
5. Consumption of food or drink while on the bus is not permitted.
6. Students, while on the bus, are under the authority and direction of the bus driver and the program instructor.
7. The bus driver is directed to report student violation of bus regulations to the Principal/Assistant Principals.
8. Luggage search forms are to be completed for overnight trips.

## **FIRE DRILLS/STORM WARNINGS/TORNADO & LOCKDOWN DRILLS**

The state requires that we conduct fire and storm warning drills. The purpose of these drills is to prepare the student body so that in the event of an emergency the building may be emptied quickly and in an orderly manner. Instructions will be posted indicating the exits to use for fire and storm warning drills, and it is imperative that all persons move quickly out and away from the building at the specified exits. Each program will have an assigned area for cover in a storm warning drill. Staff members will take attendance.

Lockdown Drills are conducted periodically to practice securing the building and all occupants. It is imperative that all students remain quiet throughout the drill.

Tornado Drills are set-up to help prevent injuries and deaths during an emergency. Tornado drills will be indicated by a separate alert. Students are to proceed to designated area and assure the required position.

## **STUDENT PICTURES**

Individual pictures of students will be taken at the JVS. Even though everyone must be photographed for school purposes, only those students who pay at the time that the picture is taken will receive a picture package. Pictures will be used for student or ID cards. Students will also be given an opportunity in the spring to purchase a packet containing an individual photo of themselves working in the lab, plus a photo of their entire class.

## **LOST AND FOUND**

Take all found articles to the Attendance counter in the main lobby. Students who have lost possessions may claim them at the Attendance counter. Positive identification is necessary. Unclaimed articles will be disposed of at the end of each semester.

## **HALL PASSES/RESTROOM PASSES**

**You must use your Student Handbook every time you are out of class during the school day. The pass is to be used only for the purpose for which it is issued. You will need your ID card and Student Handbook to leave class.** It is the student's responsibility to obtain the teachers permission. Each student has a hall pass located in the back of student handbook.

## **SCHOOL CLOSING**

When the decision to close the Lorain County JVS is made, due to weather conditions or other designated calamity, it will be announced on WEOL—the Elyria Radio Station (930 AM), WOBL—the Oberlin Radio Station (1320 AM), and WTAM in Cleveland (1100 AM) as well as Cleveland TV stations. You may also check the Lorain County JVS website for closing information.

Please do not call school personnel, the school offices or the radio stations. Listen to your radio for announcements. If the JVS is open and your home school is closed, and the home school does not provide bus transportation, you are not required to attend the JVS.

## **VISITORS**

Students may have no outside visitors during the school day. Parents must have prior approval from the student's instructor and the Principal. Parents are encouraged to call ahead for an appointment to see an Instructor, guidance counselor, or administrator. All visitors must sign in at the information area in the main lobby.

## **WORK PERMITS**

You can receive information concerning labor laws and application forms for your work permit in the Career Services Office. When these forms are completed and returned, the permit will be issued. A copy of your birth certificate is required for proof of age.

## **ELECTRONIC DEVICES**

Electronic equipment includes but is not limited to radios, music/video players, I-pods, cellular phones, laser pointers, and walkie-talkies. Please note: The Lorain County JVS strongly discourages students from bringing valuable equipment to school and does not assume responsibility for lost/stolen personal belongings. **All electronic equipment, if brought to school, must be stored in the student's locker throughout the school day. A violation may result in confiscation of the item. Electronic Devices should be turned off while in the building. Students using the electronic device will have them confiscated and returned at the end of the school day, 2:14 and possible discipline. During the 2-week turn-around time students will be given a warning.** After the first two weeks of school the student will receive a Saturday school. Repeated offense of this will result in Progressive Discipline.

Videotaping, filming, audio recording or photographing of any Lorain County JVS student or staff member without the explicit knowledge and permission of the student or staff member is expressly prohibited. Electronic Devices may not be used on school transportation without the consent of the bus driver/or the supervising teacher. A violation of this may result in confiscation of the equipment for the entire trip. Continued violations may be considered insubordination and further consequences may result.

*Lorain County JVS is not responsible for electronic devices brought to school.*

## **TEXTBOOKS/TOOLS/EQUIPMENT**

It is your obligation to take care of your books, tools and equipment. Any damaged or missing items are your responsibility.

## **AFTER HOURS USE OF BUILDING**

When school is not in session, only students with official approval and supervision by an approved faculty member shall be in the building or on the school grounds.

## **PARENT CONFERENCES**

Formal parent conferences are held each semester. A parent may schedule additional conferences by contacting Student Services. Evening parent conferences are scheduled each semester. October 21, 6-8:00 and February 18, 5-8:00.

## WHAT'S HAPPENING

### VOCATIONAL CLUBS

The JVS encourages you to join the vocational club that is related to the area in which you are enrolled. Vocational clubs are an important part of the educational process.

The main purposes of these five clubs are to develop leadership potential, cooperation, social interactions, and an awareness and appreciation of good citizenship. School officers for each club are elected and help plan activities for that club. All members may participate in competitive skill events.

The clubs are:

- |            |  |
|------------|--|
| BPA        | - Business Professionals of America            |
| DECA       | - An Association of Marketing Students         |
| FFA        | - An Association of Agricultural Students      |
| FCCLA      | - Family, Career, Community Leaders of America |
| Skills USA |  |

#### Class Vocational Clubs

Officers are elected from each class. Each class sets up a calendar of events and activities in which they will participate.

### VOCATIONAL YOUTH COUNCIL/INTERACT

The Vocational Youth Club Council is made up of JVS students who are members of the vocational youth, leadership and social clubs. An interested student may apply to become a member of this group and can help plan a calendar of school-wide activities. In previous years, the council has held dances, roller skating parties, Thanksgiving food drives, helped with Open House, Parent Conference Days, and other JVS special events.

### VOCATIONAL YOUTH CONFERENCE

Junior students can apply to attend the Vocational Youth Conference which is sponsored by the Division of Career-Technical Education of the Ohio Department of Education. Students selected for this conference spend a week on a college campus during the summer attending workshops about Entrepreneurship Opportunities, Mid-Management and Mechanically Gifted/Talented Seminars.

### STUDENT ORGANIZATIONS

There are several student organizations that you can become involved in at the JVS. See your vocational instructor or guidance counselor for more information.

LCJVS INTERACT. INTERACT is a Rotary-sponsored service club for JVS students. The INTERACT Club carries out at least two service projects yearly,

one that serves the school or the community, and another that furthers international understanding. The LCJVS INTERACT Club is sponsored by the Elyria Rotary Club, which provides guidance on a continuing basis. In addition, Interactors often form a service partnership with the sponsoring Rotarians, lending their enthusiastic support to a variety of Rotary projects.

### **ALL-VOCATIONAL CLUBS CAMP**

Junior students who are members of a vocational youth club at the JVS may apply to spend a week at the Ohio All-Vocational Youth Clubs Camp. In addition to recreational activities, students learn leadership techniques and methods to make their vocational clubs more effective.

### **COLLEGE/TRADE SCHOOL/ARMED SERVICES PRESENTATIONS**

Representatives of colleges, trade schools, and all branches of the armed services visit the JVS to provide information and answer questions about opportunities they can offer you. You have to make an appointment in the Student Services Office to see these representatives. Armed services representatives may have booths set up in the lobby that you can visit during your lunch period. **Students who do not want to have contact with military recruiters may “opt-out” by completing the appropriate form during orientation.** Copies of this form are available during registration. It is suggested that the forms are completed by September 26. Additional forms may be found in Student Services.

### **TESTING**

College and Armed Services Test - You may sign up for and take the Pre-Scholastic Aptitude Test (PSAT) and the Armed Services Vocational Battery Test (ASVAB) at the JVS. You can obtain more information and sign up to take these tests in the Student Services Office. Information and registration forms for the Scholastic Aptitude Test (SAT) and the American College Test (ACT) are also available.

Diagnostic Tests – All incoming underclassmen will take diagnostic tests in reading and math in the fall. Seniors will take these diagnostic tests in May.

Ohio Graduation Test – The Ohio Graduation Test (OGT) will be administered to all juniors and seniors needing to pass one or more sections of the test in October and March. In March all sophomores will also take the OGT.

Ohio Vocational Tests - JVS students will take the Ohio Career-Technical Competency Assessments (OCTCA) or the (National Occupational Competency Testing Institute exams (NOCTI) in the spring of their senior year. These tests measure occupational skills attained in your program.

## **SENIOR HONORS AND RECOGNITION CEREMONY**

A special ceremony for graduating seniors will be held during the last week of school. The JVS will honor all phases of the school program (academic and vocational). One graduating senior from each program will be awarded the Outstanding Student of the Year Award. Other students recognized will be winners of Perfect Attendance Certificates, Scholarships, and National Contests. Certificates of Completion and Career Passports will be awarded to each student at this event.

## **SOPHOMORE TOURS**

Sophomores interested in attending the JVS, from our 13 home school districts, visit the JVS during a two day period. Our students are asked to put on demonstrations, give tours of the vocational labs and tell the sophomores about their experiences at the JVS. Sophomore Tours will be January 27 & 28.

## **TOUR GUIDES/PUBLIC RELATIONS PERSONS**

Each school year, thousands of people tour the JVS. These include local business and community leaders, interested citizen's groups, and hundreds of pupils from our home school districts. As a student at the JVS, you may have the opportunity to become one of our tour guides or a public relations person.

## **JVS OPEN HOUSE**

Each school year the JVS sponsors an Open House for parents and other interested residents of Lorain County. Students can participate in this event by putting on demonstrations, building displays and acting as tour guides. The JVS Open House will be February 7 from 1:30-3:30 pm.

## **SCHOOL STORE – THE CORNER SHOPPE**

School supplies, materials, clothing, gifts and other items of interest are sold in the school store – The Corner Shoppe. These items may be purchased during your assigned lunch period each day.

## **VOTER REGISTRATION**

If you are 18 years of age, you have the opportunity to register to vote. Your academic instructors can give you the information concerning voter registration and will assist you with registration forms.

## **PRESIDENTIAL CLASSROOM**

As a senior student, you have an opportunity to apply for the Presidential Classroom Program through your American History/Government class. Students selected to participate in this program spend a week in Washington, D.C. meeting with members of Congress, attending workshops and touring our nation's Capital.

## GRADES, CREDITS, CLASS SCHEDULES

### COURSE CREDIT

You may earn the following credits each year while attending the JVS:

1 period Vocational Related, Integrated Academic, Required Academic or elective	=	1 credit
Vocational Lab	=	3 credits

### BECOMING A SENIOR AT THE JVS

A junior student can return to the JVS as a senior in the same program if the student passes **all parts** of the vocational program (related and lab classes). A junior may return to the JVS in a different program if there are openings in the desired program, and the change is agreed upon by the counselor, parent, student and program instructor.

### GRADING POLICY

Each teacher you have will grade you according to that subject area. Make up work that has not been completed satisfactorily will affect your grade.

**Grade Cards.** You will receive grades for each of the four nine week grading periods in the school year along with a midterm and final exam grade. Your grade card will be mailed to your home one week after the end of each grading period. If you do not receive a grade card, check at the Financial Clerk's Office to see if all of your fees are paid.

**Progress Reports.** This report is mailed to your home to inform students and parents of either unsatisfactory work or to commend students for their performance. Students and parents can contact the teacher to find out about additional help or make-up work. Parents are invited to contact the instructor regarding these reports.

**School Grading System.** The five letter system is used at the JVS and has the following meanings:

<b><u>Score</u></b>	<b><u>Letter Grade</u></b>	<b><u>School</u></b>	<b><u>Business</u></b>
90-100	A	Outstanding	Promotion & Raise
80- 89	B	Above Average	Promotion & Raise
70- 79	C	Average	No Promotion
60- 69	D	Below Average	Potential Layoff
0- 59	F I	Failing Work Incomplete	Fired

**An incomplete must be made up within two weeks after the end of a grading period; otherwise an "F" will be entered as the student's grade.**

Early Placement. Students on early job placement receive their lab grade from the employer. If a student is fired from their job, they will receive an F in lab for the time spent on the job for that grading period.

## FINAL GRADE FOR THE SCHOOL YEAR

At the end of the school year, you will receive one grade for each course you are taking. This final grade is recorded on your student file and is used in determining your point average.

Final grades are determined by doubling the nine week grades and adding the midterm and final exam grades and then dividing by 10.

### Example:

	1 <sup>st</sup>	2 <sup>nd</sup>	exam	3 <sup>rd</sup>	4 <sup>th</sup>	exam	<u>Final Grade Scale:</u>
Lab	A(4)	C(2)	B(3)	C(2)	B(3)	B(3)	3.5 - 4.0 = A
	A(4)	C(2)		C(2)	B(3)		2.6 - 3.4 = B
Total = 28 points			28 divided by 10 = 2.8				1.6 - 2.5 = C
Final Grade for the year is a "B" (2.8).							0.6 - 1.5 = D
							0.0 - 0.5 = F

## PASSING A YEAR LONG COURSE

To successfully pass a course, you must have each of the following:

1. At least 6 points during the school year. (A=4, B=3, C=2, D=1, F=0)  
Quarter grades are doubled, exams are not.
2. At least 5 out of 10 passing grades for the school year.
3. At least 3 out of 5 passing grades for the last half of the school year. Two or more F's in the last semester results in a failing grade. If you have questions, check with your teacher or counselor.

## PASSING A SEMESTER COURSE

To successfully pass a double-blocked semester course, students must:

1. Earn at least 6 quality points during the course  
A=4 B=3 C=2 D=1  
Quarter grades are quadrupled (x4)  
and exam grades are doubled (x2)
2. At least 2 out of the 3 grades must be passing grades.

## **GRADUATION REQUIREMENTS/CREDIT DEFICIENCIES**

The minimum state requirements for graduation is 21 credits, however, each home school may have additional requirements. Be sure to check with your home school counselor for the number of credits you will need for graduation.

You and your parents are responsible to see that you have enough credits to graduate from your home school. Some make up credit for deficiencies may be obtained at the JVS; however, others must be made up at summer school or in other ways.

### **COLLEGE CREDIT**

Articulated Credits. JVS graduates may be eligible to receive college credits for the successful completion of their program. Students who meet all requirements agreed to by the JVS and the college for the junior and senior years may qualify for articulated credit at LCCC, or other colleges.

Graduating seniors should contact their instructor or the Student Services Office to check their eligibility.

Post-secondary Options. JVS students may be eligible to earn college credits while still in high school under the PSEO or Options B Programs. If you are a junior with a 3.5 or higher G.P.A. or a senior with a 3.0 or higher G.P.A. contact the Student Services Office for credit information.

## **CERTIFICATES, AWARDS SCHOLARSHIPS, FINANCIAL AID**

### **DIPLOMA/CERTIFICATES**

Diploma. Upon completion of the necessary requirements, you will be awarded a diploma from your home school.

Certificate of Completion. You will receive an hour certificate of completion from the Lorain County JVS provided you meet the necessary requirements as listed for attendance and criteria for earning credit. All vocational students must pass all parts of their vocational program.

Perfect Attendance. A perfect attendance certificate will be given to a student who has not missed any days of school. Certificates can be earned for either the junior or senior years, or for both years combined.

## **CAREER PORTFOLIO**

The Career Portfolio contains documents that identify and describe the marketable skills of each student who completes a career-technical program in Ohio. The Career Portfolio will be given to students at the senior recognition ceremony.

The Career Portfolio is designed to help JVS graduates in make the transition from school to work and to help with future career planning. Each Career Portfolio will contain a resume, reference page, writing samples, competency list, awards, certifications, projects and work samples.

## **NATIONAL TECHNICAL HONOR SOCIETY**

This honor is awarded to a select group of Lorain County JVS students (both juniors and seniors) who exhibit good citizenship, participate in community services, are involved in JVS and home school activities, have good attendance, go beyond the assigned classroom tasks, as well as display characteristics of an excellent employee.

## **OUTSTANDING SENIOR STUDENTS OF THE YEAR**

One senior student from each program is selected for this honor. The selection process is based on personal qualities, participation in program and school activities, skill proficiency and an interview with local business and industry representatives. The winners receive the Outstanding Senior Student award for their program at the Senior Awards Ceremony.

## **SCHOLARSHIPS**

Graduating JVS seniors who plan to continue their education should check with the Student Services Office for scholarship applications and information. Local scholarships for JVS graduates include the JVS Foundation Scholarships, the William Burton Scholarship, Superintendent's Student Scholarship and the Rotary Strive Student Scholarship.

## **FINANCIAL AID**

Lorain County JVS has a part-time college advisor. This advisor serves JVS students by meeting with them about financial aid and applications for post-secondary education. You must make an appointment in the JVS Student Services Office to meet with the college advisor.

## **EMPLOYMENT & WORK BASED LEARNING OPPORTUNITIES**

### **JVS Students**

The JVS Career Services Office will work with students to find them a suitable job at the successful completion of their training program. Student attendance, job readiness, program competency evaluations, and teacher recommendations are all factors considered to determine placement eligibility. The following information outlines several opportunities a student has to get work-experience that may lead to employment while at the JVS. These opportunities include *Work-Based Learning, Summer Internship, and Early Job Placement.*

### **Work-Based Learning**

All students will have an opportunity for a *Work-based Learning Experience* before graduation, provided they meet certain criteria on grades, attendance and teacher recommendations.

These experiences are customized for each program. Work-based learning experiences are usually unpaid and generally short in duration. They are designed to let students improve the skills they've learned in the vocational lab and acquire new skills specific to the worksite. As part of the experience, students will be asked to share the new skills or experience they've had with their classmates. A work-based learning experience allows an employer to assess a student's abilities, work ethic and may lead to employment.

Possible work-based learning experiences include but are not limited to:

- Job Shadowing
- Working Interview
- Job Visitation/Tour
- Short Work Experience

Although work-based learning experiences are considered excused time off from school, students are responsible for completing all missed work.

### **Summer Internship**

The *Summer Internship Program* is an on-the-job, paid summer training experience for high school students for which a student earns 1.5 school credits. The goal of the *Summer Internship* program is to enhance student competencies and develop additional skills that strengthen personal qualities important in the workplace.

A Summer Intern will work a minimum of 225 hours at a job related to his/her program of study. There is no limit to the amount of additional hours the Intern may work.

Summer Interns are paired with a trained mentor from the company they are working for. This person is an experienced employee that the student can learn from and model. A JVS Job Coach (usually the program instructor) will also visit the student at the worksite several times during the Internship. The Job Coach will help the student adjust to the workplace culture and work with the mentor to evaluate the job performance.

Students who successfully complete the *Summer Internship Program* may begin early job placement half way through the first grading period of their senior year.

All junior students are eligible to apply for the *Summer Internship Program*. Applications are available from the lab instructors in March. The application process is selective and students must meet the following criteria to be considered for an Internship:

- **Attendance:** A maximum of 10 total days absent allowed.
- **Lates/Tardies:** Excessive lates/tardies will be taken into consideration.
- **Grade Point Average:** Students must have a 2.5 GPA for all courses taken at the JVS, and a 3.0 GPA in lab at the end of the third grading period. Students must have enough credits to be considered “on track” for graduation.
- **Suspensions:** Suspensions will be reviewed and taken into consideration.
- **Teacher Recommendations:** The junior lab instructor and one other instructor must recommend the student and sign the student’s Summer Internship application.
- **Completed Summer Internship Application**
- **Resume**
- **Valid driver’s license or approved transportation**
- **Fees Paid-**all fees must be paid in full or a payment plan must be established before a student can be accepted into the Summer Internship Program. Students who need financial assistance can contact the Student Services Office about the “Students in Need” grant. Students can see the JVS Cashier to set up a payment plan.

To get full credit for the Internship and be eligible for early placement in September students must:

- Work a minimum of 225 hours.
- Attend all scheduled Summer Internship Seminars
- Complete and turn all required documentation including: training agreement, wage & hour form, weekly logs.

Not completing all necessary requirements for the Summer Internship as stated above, will affect a student's early placement privileges.

## **Early Job Placement**

### **Job Placement Philosophy**

An important goal of vocational education is effective job placement for students. *Early Job Placement* matches students' skills and career interests with employers' needs. Effective job matches will reduce an employer's hiring and turnover costs.

*Early Job Placement* is a training option for senior students that aids in the transition from school to work prior to graduation.

*Early Job Placement* may begin half way through the first grading period for those students who have completed the *Summer Internship Program* and January for all other qualifying seniors. Eligible students are permitted to work during the lab portion of the school day up to 100 half-days or 50 full-days during their senior year.

Prior to employment, all students and their employers will complete a formal Training Agreement. The Training Agreement outlines personal information and lists job duties and responsibilities. Additionally, a Training Agreement allows 16 & 17 year old high school students to legally perform most job duties by exempting them from some of the Child Labor Laws.

### **Early Job Placement Eligibility Requirements**

In addition to the grade and attendance requirements listed below, students must meet the following criteria to be eligible for *Early Job Placement*:

- Are 'on track' for graduation (see policy statement in Career Services Office)
- Two teacher recommendations-one each from vocational & academic instructors
- Principal/Assistant Principal recommendation
- Suspensions will be reviewed and taken into consideration on a regular basis. Students, who are assigned to an In-School

Assignment ISA, lose their privilege of leaving at 10<sup>th</sup> period during study hall for the suspension period.

- Have passed at least 3 out of 5 sections of the Ohio Graduation Tests (OGT). Attending intervention for all sections of the OGT not yet passed.
- Fees Paid
- Valid driver's license or approved transportation
- Current Resume
- Signed Training Agreement

### **2009-2010 Senior Job Placement Calendar**

<i>Placement Date</i>	<i>Grade Requirements</i>	<i>Attendance</i>
October 6, 2008	Successful Completion Of Summer Internship	
January 12, 2009	A average in Lab & Related B average overall	95%/5 days
February 9, 2009	B average in Lab & Related Passing all subjects	95%/6 days
March 9, 2009	B average in Lab & Related Passing all subjects	95%/7days
April 1, 2009	C average in Lab & Related Passing all subjects	95%/8 days
May 4, 2009	Passing all subjects	90%/15 days

### **Junior Placement Eligibility**

To be eligible for early job placement during the last three (3) weeks of school during their junior year, students must meet the following criteria:

- In Lab 3.4 or better
- Overall for Junior Year 3.0 or better
- Passing all subjects with a C or better
- Lab Instructor Recommendation
- All Instructors Recommendations
- Excellent Attendance (0-5 Absences, excused or unexcused)
- Signed Training Agreement
- Fees Paid
- Principal/Assistant Principal Recommendation
- Suspensions will be reviewed and taken into consideration
- Grade Verification by Instructors
- Resume
- Students must be a Summer Internship candidate to be eligible for early junior placement privileges; however, junior early placement is not a requirement of the Internship Program.

### **Early Placement Follow-Up**

1. Instructors maintain regular contact with students & employers to monitor student progress.
2. Students complete wage & hour record and turn in to Career Services.
3. Students must maintain passing grades, attendance and appropriate behavior at school & work. Difficulties with attendance, grades and/or suspensions may mean loss of placement privileges.

### **COMPETITIONS**

A student may be determined ineligible to participate in competitions due to excessive absence, failing grades or discipline that may have occurred.

### **SECTION 504/TITLE IX**

Mrs. Linda Diedrick is the Lorain County JVS Section 504/Title IX Coordinator. Any questions or concerns pertaining to Section 504/Title IX should be directed to Mrs. Diedrick's Office at Lorain County JVS, 15181 Route 58, Oberlin, OH 44074. (440-774-1051)



The Lorain County JVS Board of Education and its staff are dedicated to providing equal educational opportunities and equal employment opportunities without regard to gender, race, color, national origin, age, religion, disability or any other basis of unlawful discrimination.

## INDEX

2008-2009 Senior Job Placement Calendar	42
A Letter from the Principal	6
Accidents	24
After Hours Use of Building	31
All-Vocational Clubs Camp	32
Amorous Display	14
Attendance and Job Opportunities	10
Attendance Policy	10
Attendance/Absence Appeal	12
Becoming a Senior at the JVS	29
Bus Regulations for Field Trips	28
Career Portfolio	37
Change in Student Status	26
Changing Programs	25
Classroom Rules	14
College Credit	37
College/Trade School/Armed Services	33
Competitions	43
Computer/Internet/IVDL Use	28
Course Credit	34
Course Offerings	8
Denial or Withdrawal of Parking Permit	20
Detention, Suspension, Expulsion and Removal	15
Diplomas/Certificates	37
Discipline	14
Displaying Posters/Announcements	28
Early Job Placement Eligibility Requirements	41
Early Placement Follow-Up	42
Electronic Devices	30
Electronic Surveillance Cameras	22
Excused Absences	11
Extended Illness	12
Final Grade for the School Year	36
Financial Aid	38
Fire Drills/Storm Warnings	29
Grading Policy	35

Graduation Requirements/Credit Deficiencies	36
Hall Passes/Restroom Passes	29
Harassment	
Home School Assemblies/Programs	9
Home School Athletics	9
Home School Bulletin Boards	9
Home School Graduation Items	10
Home School Information	9
Home School Meetings	9
Home School Voting	9
Home School Yearbook Pictures	10
Identification Cards	21
Index	44
Job Placement Philosophy	41
Junior Placement Eligibility	42
JVS Open House	34
JVS Students	39
Lockers	22
Lorain County JVS Mission Statement	7
Lost and Found	29
Lunch/Cafeteria	28
National Technical Honor Society	38
Outstanding Senior	38
Parent Conferences	31
Parking Permits	20
Parking/Driving Rules	20
Passing a Semester Course	36
Passing a Year Long Course	36
Permission to Leave the Building	13
Presidential Classroom	34
Return to Home School	26
Safety Rules	26
Schedule Changes	25
Scholarships	38
School Announcements	28
School Calendar	2
School Closing	30
School Dress Policy	22
School Nurse	24
School Resource Officer	21
School Rules	14
School Store – The Corner Shoppe	34
Section 504/Title IX	43
Senior Honors and Recognition Ceremony	33
Sign-In Procedures	25
Social Behavior	14
Sophomore Tours	34
Student Behavior	14
Student Costs: Fees and Fines	27

Student Organizations	32
Student Pictures	29
Student Services Office	24
Student Vehicles	20
Students on Vacation	11
Summer Internship	39
Table of Contents	3
Tardiness	13
Telephones	30
Testing	33
Textbooks/Tools/Equipment	30
Tour Guides/Public Relations Persons	34
Unexcused Absences	11
Visitors	30
Vocational Clubs	31
Vocational Youth Conference	32
Vocational Youth Council/INTERACT	31
Voter Registration	34
What is the Lorain County JVS	7
Work Permits	30
Work-Based Learning	39